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28-5-4094
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APR 1

Assistant Director for Personnel

Chief of Logistics

Classification Survey of Logistics Office.

1. I appreciate the offer of assistance contained in your memorandum of 25 March. It is most appropriate at this time during the progress of the Management and Classification Survey of the Logistics Office and the Inauguration of a Strengthened Personnel Program that we should review, in careful detail, the procedures and operations of the personnel function. I am aware that the benefits which we expect from the Classification Survey will quickly be lost if there is not machinery in the Logistics Personnel Office to maintain on a current basis the position and qualification data in useable form. Your suggestion of making available to us the services of one of your technicians meets with my whole hearted approval, and I feel certain that the advice that he will be able to give us will be most useful at this time.

2. I understand that [REDACTED] has discussed with you the necessity of bringing our position control files up to date, and that you offered to make available clerical assistance to expedite this project. If this can be done concurrently with the Classification Survey, I believe when accomplished it would put the Logistics Personnel Office in a position to provide the type of Personnel Service we so urgently need. I have suggested to [REDACTED] that he communicate directly with you in order to work out the details of this arrangement.

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 By: 35

JAMES A. GARRISON

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OFFICE OF PERSONNEL

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